



# Information Bulletin


DEPARTMENT OF THE ARMY ST. LOUIS DISTRICT, CORPS OF ENGINEERS


VOL 15 NO. 1



27 JANUARY 1978

OFFICIAL

## Happy New Year!

And I said to the man who  
stood at the gate of the year: 

 Give me a Light that I may  
tread safely into the unknown!

And he replied:  Go out into  
the darkness and put thine hand  
into the hand of God.  That  
shall be to thee better than light  
and safer than a known way.

*Quote*



BIRTHDAY ANNIVERSARY OF

DR. MARTIN L. KING

January 15, 1929

-

April 4, 1968

Dr. Martin Luther King was born in Atlanta, Georgia, the son of a Baptist minister. He was christened Michael Luther King, but his father changed his name in 1935 after young King had his first experience with racial prejudice. His father chose the name of the great Reformation leader to impress on his son the need for a change in the country's racial attitudes.

King did not decide on a career in the ministry until his junior year at Morehouse College. There he came under the influence of Dr. Benjamin Mays and decided that he could make his greatest contribution to the country as a minister. He attended the Crozer Theological Seminary in Chester, Pennsylvania and later earned a doctor-of-philosophy degree from Boston University.

His wife Coretta is a former concert singer. The couple had four children.

King said that his greatest religious influences had been Jesus Christ and Mahatma Gandhi.

The Reverend Martin Luther King is listed among the greatest influences in American life in the twentieth century.

REVIEW OF AR 600-50, STANDARDS OF CONDUCT

Supervisors are reminded that it is their responsibility to see that the Standards of Conduct are brought to the attention of their employees for the period Jul-Dec 77.

Employees are responsible for becoming familiar with and complying with the provisions of AR 600-50.

Teenagers really haven't changed so much. They still grow up, leave home, get married, and have children. The only difference is that these days they don't always do it in that order.

• • •

Mechanic, giving an estimate to car owner: "First, the good news—your glove compartment and sun visor are in excellent condition."

## DISTRICT DOINGS

The holidays put a dent in the activities of the District; but the future calendar looks like many organizations are planning programs with our participation.

Ken Koller journeyed to Ames, Iowa, for a talk on Lock and Dam No. 26 to a County Engineers Conference.

Over at Carlyle, Roger Hayes and Sue Summers spoke to a group of Triad High School students on Natural Resource Management. The 25 youths and two teachers enjoyed the program. Cheryl Leach talked to 20 members of the Carlyle Day Extension Group and gave them a preview of "A Day at Carlyle Lake".

The St. Louis Harbor was in the news with Lou Chiodini speaking to KSD Radio, and then along with LTC Wilkes hosting a tour of St. Louis area state and local agency representatives down to look at the model of the harbor at the Waterways Experiment Station in Vicksburg.

The St. Louis District's Dam Safety Inspection program got off to a good start with crew members examining two local dams. Jack Niemi was interviewed at the first dam site by KTVI, Channel 2, and KMOX-TV, Channel 4. Art Johnson talked with John Roedel of KSD-TV, Channel 5 news staff at the second inspection location. Ken Long briefed media from KMOX Radio and two Meramec Basin radio stations along with the Missouri Broadcast Network.

Ice problems and a gate breakdown at Lock & Dam 26 backed up some traffic along the Mississippi and gave rise to several news stories in the papers. Mel Doernhoefer briefed via phone interview a radio station in Bloomington, Illinois.

Don Smith, news reporter from Cape Girardeau Southeast Missouri, visited the District Office to talk about programs in the downriver area. Don was briefed by Ken Porter on the Cape La Croix study, and by Pete Long on river work, Bruce Moore on dam safety, and John Kilker on the regulatory work.

Lou Chiodini made guest appearance for his daughter's 4th grade class at St. Francis of Assisi. Lou told them about engineering and what an engineer does.

A winner in the group, Mel Doernhoefer's entry into the Down-towner's Name the Restaurant Contest to name the Convention Center Cafeteria was judged the best of the some 800 entries. The winning name of "Deli-Gate" got Mel a \$200 Longine digital watch, a model of the arch, lunch for six at the Convention Center, and a membership in the Carriage Trade Dinner Club. Pretty good winnings.

After the cold snap, everyone is looking toward the spring and better times at the Corps lakes. Just take a look at some of the exhibits over at the local Sports Show and see how many Corps-built lakes are the top spots for vacationers and sportsmen...and then be proud that you are a part of it.

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ACCIDENT SUMMARY  
December 1977

VEHICLE ACCIDENTS - December 1977: None

Total vehicle accidents for 1977: 8 (3 ED; 3 OD; 1 CD; 1 RE)

Total experience for 1976: 5

PERSONAL INJURIES - CONTRACTOR EMPLOYEES - None

Total contractor employee personal injuries for 1977; 2

Total experience for 1976: 3

PERSONAL INJURIES - GOVERNMENT EMPLOYEES - None

Total Government employee personal injuries for 1977: 11 (1 ADP; 9OD; 1 ED)

Total experience for 1976: 11

LAKE FATALITIES - December 1977 - one

A man drowned at L&D 26 when his boat went through the dam after losing Power. The boat was not equipped with proper life saving devices.

Total fatalities for 1977: 5

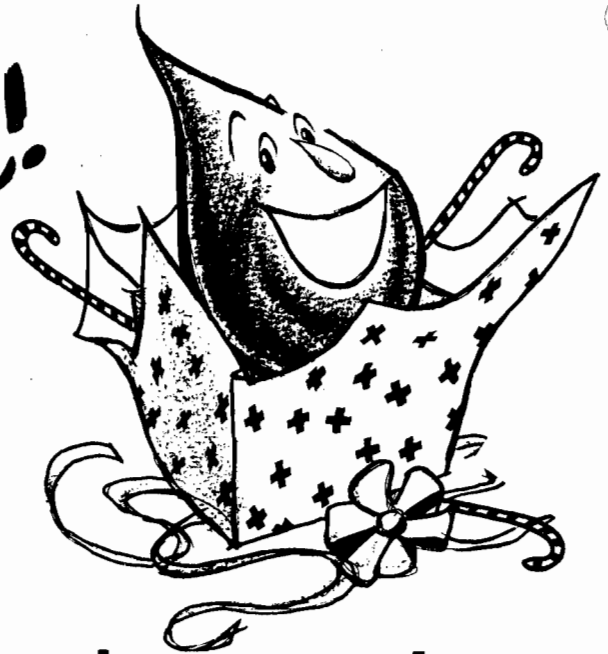
Congratulations to the following employees for accumulation of sick leave:

| <u>NAME</u>            | <u>ORGANIZATION</u> | <u>HOURS</u> |
|------------------------|---------------------|--------------|
| <u>Over 3000 Hours</u> |                     |              |
| Hydar, Elias           | DC                  | 3090         |
| <u>Over 2500 Hours</u> |                     |              |
| Berhorst, Elmer        | DC                  | 2826         |
| Boston, William        | PD                  | 2584         |
| Buatte, Charles        | CD                  | 2614         |
| Dietrich, Anton        | OD                  | 2689         |
| Duff, Homer            | DC                  | 2885         |
| Fogilphol, James       | OD                  | 2889         |
| Kugler, Lafayette      | AS                  | 2583         |
| Sharpe, Vincent        | OD                  | 2510         |
| Siebert, Edward        | ED                  | 2934         |
| Siebert, Lawrence      | OD                  | 2663         |
| Smith, Robert          | OD                  | 2819         |
| Steffens, Otto         | CD                  | 2828         |
| <u>Over 2000 Hours</u> |                     |              |
| Adams, Robert          | OD                  | 2019         |
| Arms, Lester           | ED                  | 2262         |
| Benzek, Louis          | CD                  | 2417         |
| Brown, William         | PD                  | 2431         |
| Chrismore, Donald      | CD                  | 2022         |
| Clapp, George          | ED                  | 2258         |
| Dixon, Russell         | OD                  | 2119         |
| Durham, Thomas         | OD                  | 2122         |
| Ford, Jim              | OD                  | 2286         |
| Fuhrmann, Joseph       | ED                  | 2125         |
| Grogg, Gordon          | CD                  | 2030         |
| Hartke, Warren         | OD                  | 2301         |
| Heller, Ambrose        | OD                  | 2120         |
| Joyce, Joe             | CD                  | 2248         |
| Nichols, Joseph        | ED                  | 2125         |
| Ortwerth, Marvin       | ED                  | 2351         |
| Roland, Richard        | OD                  | 2036         |
| Ruengert, Donald       | OD                  | 2452         |
| Schafer, Frank         | OD                  | 2260         |
| Sherrill, Carol        | OD                  | 2158         |
| Troutner, Fred         | OD                  | 2046         |
| Wiseman, Stanley       | CD                  | 2173         |

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*Thank you!*



**Thanks to all of you who were donors during our recent blood drive and to those who tried but were not accepted.**

76 CORPS EMPLOYEES AND 23 EMPLOYEES FROM OTHER AGENCIES - TOTAL 99 PRODUCTIVE DONORS!

**Because of your generous response, hospitalized patients in the Missouri-Illinois Region have another chance at living a full and useful life. Human blood is the greatest natural resource in the United States, and only you can manufacture it. Thanks for caring enough to share a pint of blood.**



## WORD PROCESSING PROGRESS REPORT

Center # 1 (ED) is ready to go except for some missing items - like the automatic typing equipment and the furniture. However, delivery is expected shortly for both items.

Meanwhile, tours to operating centers have started and will continue as centers can receive us. We are still waiting for ordered films to be delivered. Finally, demonstrations of Wang equipment will be arranged for potential operators and potential users.

There is no substitute for seeing the equipment operate, but the following will give you some idea of equipment capabilities. There are 26 control keys which allow the functions:

| <u>KEY</u>             | <u>KEY FUNCTION</u>  |
|------------------------|--|
| Indent                 | Indents subparagraphs; upon completion of line, cursor returns to the indented positions.  |
| Page                   | Defines the end of one page and the beginning of the next page.  |
| Center                 | Centers headings with text centering automatically as the operator types.  |
| Decimal Tab            | Allows columns of figures to be automatically aligned on the decimal point.  |
| Format                 | Allows (in conjunction with the Shift key) the operator to set a new format, revising tab locations, right margin, and line spacing.   |
| Merge<br>(Switch Read) | Allows playout of text from two documents.   |
| Note                   | Allows the operator to include stored comments with stored text; such comments are suppressed during the printing of final copy.   |
| Stop                   | Causes the system to stop during printout so the operator may change type styles or perform other manual functions.  |
| Search                 | Allows the operator to immediately access any point within a document, as defined by a 40-character string.  |
| Replace                | Allows the operator to replace any defined character string with another character string (40-character maximum). Replace + Shift functions as Global Replace, automatically replacing repeated occurrences of a character string within the document. |
| Copy                   | Allows the operator to duplicate recorded text from one section of a document to any other section of the same document.   |

|                 |  |
|-----------------|--|
| Move            | Allows the operator to move text from one section of a document to another section of the same document.   |
| Go to Page      | Allows the operator to access any page within the document.  |
| Cancel          | Allows the operator to terminate any operation, without waiting for its completion.  |
| Execute         | Used to complete an operational sequence, after defining the text to be operated upon.   |
| Insert          | Permits the operator to insert any amount of text at any point in an existing document.  |
| Delete          | Permits the operator to delete any amount of text at any point in an existing document.  |
| Previous Screen | Allows operator to review text on the previous screen.   |
| Next Screen     | Allows operator to access the test on the next screen.   |
| Glossary (GL)   | Allows the operator to retrieve a word or phrase from a stored glossary of commonly used material for insertion in text. Glossary entries may be up to 40 characters in length and up to 72 entries per document may be stored.  |
| Command         | Used in conjunction with certain other operational or alphanumeric keys to initiate additional automated functions.  |
| Hyphenation     | The operator performs no hyphenations during input; the system automatically carriage returns as the right margin is reached, placing overflowed words on the next line. The operator may perform a global hyphenation before payout if a margin adjustment has been made. The system in this mode will scan text, stopping wherever a hyphenation decision is required for manual intervention by the operator. |

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GARY DYHOUSE (ED-HE) was a guest instructor for a course in Flood Flow Frequency Analysis taught at Vicksburg, the Corps' Hydrologic Engineering Center on 12-16 Dec 77.

Participants in the course included 26 hydrologic personnel from the four LMWD districts and from Division.





#### SPOTLIGHT ON THE LIBRARY

We would like to say thank you to those of you who stand in line to pay us a visit from time to time. And, to those of you who stay and pay, Yes, pay! with inquiries and requests for that is what brings out our best. So let the theme of this monthly line bring fourth the research that is yours and HOW SOON?? to be mine.

#### SOME REMINDERS

##### REGULATIONS

Administrative regulations such as AR's, ER's, DR's, etc., are no longer in AS-L. For over two years they have been located in Room 943, AS-P. The District Library does retain some regulations but they are of a technical nature rather than administrative. The series we retain are FM, TM, TB, SB, and TC. Just as any other publication in the library they can be charged out for your use.

##### BUS SCHEDULES

For those of you who enjoy public transportation or, as many of us, are forced to use it, we have available for your convenience a complete set of BI-STATE bus schedules. We are on their mailing list so each time a schedule is changed or updated we receive a new copy. We request you borrow them only for copying purposes.

##### SUBSCRIPTIONS

As stated in a previous INFORMATION BULLETIN the bulk of our periodical subscriptions are handled by a subscription agency which renews or adds new titles once a year. In order to avoid unnecessary confusion with them we prefer not to add additional titles after the renewals have been sent in. However, if you feel your need is urgent we can place a separate order. But, under normal circumstances, we ask you to forward your requests to us during the summer months so our renewals can be processed by fall with the subscriptions to begin in January. If you have a subscription that is about to expire and you want us to pick up the renewal, please do not wait until the last minute to notify us. Renewal processing can take some time so the sooner you notify us the sooner we can get the machinery rolling.

Kathy Hayes, Librarian

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There must be something to reincarnation judging from the way some people come back to life at quitting time.

## CHARACTERISTICS OF NON-ASSERTIVE PEOPLE

### *Non-Assertive People --*

- confuse the goal of being liked with being respected.
- have learned to act in inferior ways because they believe they are inferior.
- are conditioned to fears of being disliked or rejected, also fears of anxiety, expressions of anger, or feelings of tenderness.
- are unable to recognize the difference between being selfish in the bad sense and in the good sense.
- constantly aim to please others because they fear they may offend them.
- allow others to maneuver them into situations they don't want.
- feel the rights of others are more important than their own.
- are self-conscious before superior and authority figures.
- are easily hurt by what others say and do.
- feel pushed around because they never learned to stand up for themselves.
- feel inferior because they are inferior. They limit their experiences and don't use their potential.

## CHARACTERISTICS OF ASSERTIVE PEOPLE

### *Assertive People --*

- feel free to reveal themselves -- "This is me. This is what I feel, think and want."
- can communicate with people on all levels -- with strangers, friends, family. This communication is always open, direct, honest and appropriate.
- have an active orientation to life. They go after what they want. In contrast to the passive person who waits for things to happen, assertive people attempt to make things happen.
- act in a way that shows self-respect, are aware that they cannot always win, and accept self-limitations. They always strive, in spite of the odds, to make the good try, so win, lose, or draw. They maintain their self-respect.

(Adapted from the letter appearing in Ann Lander's column, St. Louis Post-Dispatch, 19 December 1977.)

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The Safest way to double your money is  
to fold it over once and put it in your  
pocket.

I  
A  
C



Our congratulations and best wishes to the following employees:

OUTSTANDING PERFORMANCE RATING

Ulas L. Wilson, AS-R  
Lee R. Dellenbaugh, ED-DG  
David J. Haudrich, ED-DG  
Elton M. Heston, ED-DS

OUTSTANDING PERFORMANCE RATING AND  
QUALITY INCREASE

Bernard T. Hawickhorst, ED-B

OUTSTANDING PERFORMANCE RATING/  
SUSTAINED SUPERIOR PERFORMANCE

Edward E. Siebert, ED-DA  
Dario G. Franzl, ED-DA

QUALITY INCREASE

Kenneth B. Christmas, RO-F

SPECIAL SERVICE AWARDS

Paul Kornberger, ED-BP  
Gerald V. Schwalbe, ED-BP  
Michael D. Skinner, OD-RS  
Karl Tilkens, OD-RR  
Dexter D. Edmison, OD-RR

SUSTAINED SUPERIOR PERFORMANCE

Joe T. Hughes, OD-NC  
Claude T. Ray, OD-NC  
John K. Robinson, OD-NC

SUGGESTION AWARDS

James F. Gore, OD-R  
Debby A. Krems, SD-P

PROMOTION CERTIFICATES

Ronald E. Harlan, OD-RC  
Lazarus E. Nunley, OD-PB  
Marion H. Bannerman, OD-N  
Carol E. Sherrill, OD-NC  
Peter B. Coleman, OD-PB  
Debra J. Luntzer, ED-DB  
Bradley J. Keshlear, OD-RC  
Michael D. Skinner, OD-RS  
Richard L. Siemons, ED-DB

SUGGESTION OF THE MONTH: Established a new paying procedure with Sutter Clinic, using a blanket requisition for District personnel requiring physical examinations. This will eliminate typing individual requisitions, having persons walk each requisition through to SD, and will save the time of the Imprest Cashier. Estimated first year tangible benefits amount to \$994.00.

KEEP AN EYE OUT FOR NEW IDEAS AND SEND THEM TO IAC, ROOM 955

#### FWP HAPPENINGS

A special thanks to HANK SCHNEIDER, Park Ranger at Meramec, for giving such an interesting presentation on Solar Energy at the December Lunch and Learn Session. Everyone attending will benefit from the many helpful hints.

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Don't forget the February Lunch and Learn entitled EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT PERSONNEL \* ALMOST. A panel of specialists in the personnel field will answer any questions you may have on the subject. December's Information Bulletin carried a more detailed synopsis of what the session should include. We welcome pre-submitted questions as well as questions from the floor. If you have any questions you would like to submit prior to the session, please send them to Jo Ann Moritz, Federal Women's Program Coordinator prior to 1 February 1978. THE DATE FOR THIS SESSION HAS BEEN CHANGED FROM 15 February 1978 to 9 FEBRUARY 1978, please make a note of this change.

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A tentative date of 30 March 1978 has been made with Mary Jane Lampe for a Lunch and Learn Session on Body Language - more on this later.

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It comes as no surprise to hear that Judy Phillips, AS-RD, current President of SLED Toastmasters, was recently selected the Assistant Area Governor for Toastmasters Area 8 which encompasses the seven clubs in the metro area. CONGRATULATIONS! Judy - one step closer to District Governor.

#### **\*\*\*\*\***

##### Civilian Welfare

##### Council Corner

At the most recent Civilian Welfare Council Committee Meeting, the ballots were counted from the recent election and Mary Maddock, OD-F, and Lou Chiodini, ED-BN, were elected to serve a two year term. They will join the remaining members, Gary Plummer, DC-M, Don Chrismore, CD-C, and Edmond Rogers, OD-PS, to formulate the 1978 committee.

The two new members are replacing Larry Wright and Sharon McGee who are to be commended for their time, effort, and enthusiasm which they have contributed to the council. Larry has served in the capacity of Chairman and Sharon as the Recorder. She was also invaluable in organizing and presenting the Arts and Crafts Bazaar the past two years.

The new committee is in the process of developing a set of employee questionnaires so that you can voice your opinions as to the direction for the council during CY 78. The committee wants your ideas and will do their best to utilize this input in developing their calendar of events.

CSC WARNS INSURANCE NOT SANCTIONED

The following is an excerpt from a letter published by the Civil Service Commission provided for your information:

Insurance representatives (as well as salesmen offering other products or services) may attempt to make sales to Federal employees by implying that their actions are in some way sanctioned by the Government. While this is not true, the amount of information that these representatives may have concerning individual employees may lead them to think otherwise. As a case in point, representatives of a local insurance company are offering a policy which is available only to Federal employees. The mode of premium payment is through allotments from the employee's salary. Although not actually stated, there is a clear implication that the policy has federal approval. This is not the case.

In order to prevent any confusion, we ask that you make the following information available to all of your employees:

1. The Civil Service Commission neither sponsors nor does it endorse any private sector life insurance programs.
2. Employees should not sign blank allotment forms (amount to be filled in later) authorizing withholding of money from pay for any purpose.
3. The release of employment information (i.e. name, position, title, grade, salary, and duty station) "to anyone" is, with a few exceptions, a requirement of the Freedom of Information Act (5 USC, 552). The fact that an agency has provided this information is not to be construed as a Federal endorsement of any product or service.

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*Most of the shadows of this life are  
caused by standing in one's own sunshine.*

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CHANGE TO ENERGY COMMITTEE

There has been a change to the membership of the Energy Conservation Committee as reported in last month's Bulletin. Lenard H. Ross from CD (Ext. 3915) should be added to the membership. Len will be the representative for CD and will be handling the heating/cooling complaints instead of Joe Effertz (who will remain as ED's representative) - Good luck Len!

FOR THE DISTRICT ENGINEER:

*George A. Anderson*  
GEORGE A. ANDERSON  
Personnel Officer

UNOFFICIAL

FOUND, in SD-P, a corn cob pipe. Contact Joe Bisher, 2845, if this is yours.

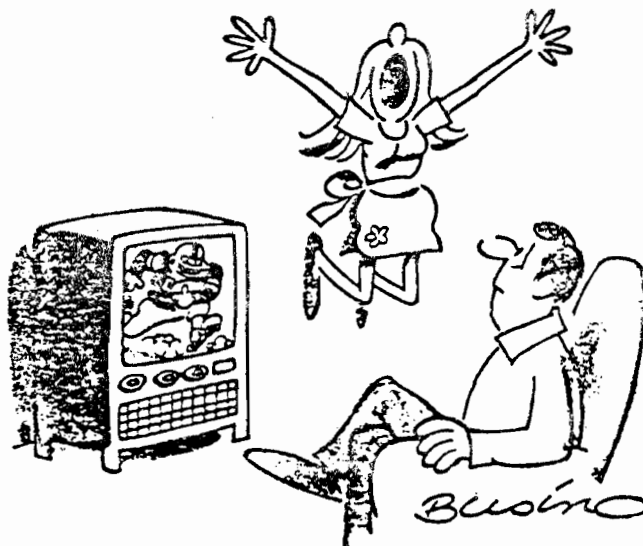
POOL TABLE FOR SALE - A.E. Schmidt regulation table, 1" solid slate, new felt cover, 12 cue sticks, balls, racks, etc. Call Lois, 2872. \$500

HOUSE FOR SALE - 3 bedroom, all brick ranch on beautiful level 1/3 acre lot. 3200 Ringer Road. Mehlville School District. For more information call KNOFF Realty, 638-3060 or Elaine Greaving, 894-3770. \$51,900

CAR FOR SALE - 1973 Subaru. Contact Tony, 6364.

RACQUETBALL TOURNAMENT: A racquetball tournament will be held on Friday, 17 February 1978, at the Spaulding Racquetball Club, 1520 South Hanley. Two games are guaranteed in the tournament and open play will follow. The entire club (10 courts) is reserved for two hours (10 pm to 12 pm). Refreshments are included in the \$7 entrance fee. Racquets and towels are included if needed. Play is limited to the first 20 players to sign up. Players will be split into high and low handicap divisions. For more information, contact Ken Koller (2145).

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"RAH, RAH, RAH! SIS BOOM BAH!  
DINNER'S ON THE TABLE! RAH, RAH, RAH!"

SOME LAST MINUTE INFORMATION OF INTEREST:

OVERSEAS VACANCY LIST

| <u>REQ NO.</u>      | <u>POSITION TITLE, SERIES AND GRADE</u>   | <u>DUTY STATION</u> |
|---------------------|---|---------------------|
| <u>ALASKA</u>       |   |                     |
| AK 57-77            | Sanitary Engr, GS-819-11                  | FT Richardson       |
| <u>CANAL ZONE</u>   |   |                     |
| EPS 626-77          | Elec Engr, NM-850-12                      | Corozal             |
| <u>GERMANY</u>      |   |                     |
| EUD 77-84           | Budget Analyst, GS-560-11                 | Frankfurt           |
| EUD 77-79           | Civil Engr, GS-810-12                     | Frankfurt           |
| EUD 77-92           | Contract Spec, GS-1102-11                 | Frankfurt           |
| EUD 77-83           | Program Analyst, GS-345-11                | Frankfurt           |
| EUD 77-97           | Civil Engr/Civil Engr Tech, GS-810/809-11 | Giessen             |
| 4170-77-56          | Civil Engr, GS-810-9                      | Mannheim            |
| 2937-77-111         | Realty Spec, GS-1170-09                   | Nuernberg           |
| 2795-77-7           | Civil Engr, GS-810-11                     | Bremerhaven         |
| 2682-77-73          | Elec Engr, GS-850-12                      | Stuttgart           |
| 2683-77-211         | Landscape Architect, GS-807-12            | Heidelberg          |
| 2683-77-191         | Mech Engr, GS-830-12                      | Heidelberg          |
| 2937-77-113         | Rupv Realty Spec, GS-1107-12              | Munich              |
| <u>HOLLAND</u>      |   |                     |
| 3300-77-54          | Mech Engr, GS-830-11                      | Brunnssum           |
| <u>KOREA</u>        |   |                     |
| KOR 77-18-282       | Supv Elec Engr, GS-850-11                 | Pyongtaek           |
| KOR 77-18-226       |   | Paju                |
| KOR 77-18-90        |   | Tongduchon          |
| KOR 77-18-275-S     |   | Uijongbu            |
| KOR 77-18-279       | Supv Mech Engr, GS-830-11                 | Tongduchon          |
| KOR 77-18-14        |   |                     |
| KOR 75-18-281       | Supv Sanitary Engr, GS-819-11             | Pyongtaek           |
| KOR 77-27           | Realty Spec, GS-1170-12                   | Seoul               |
| <u>SAUDI ARABIA</u> |   |                     |
| MED 77-298          | Auditor, GS-510-12                        | Riyadh              |
| MED 77-429          |   | Al Batin            |
| MED 77-516          |   | Ras Al Mishab       |
| MED 77-518          | Constr Rep, GS-809-9/11                   | Riyadh              |
| MED 77-525          |   | Tabuk               |
| MED 77-427          | Elec Engr/Elec Engrg Tech, GS-810/802-12  | Riyadh              |
| MED 77-524          | Mech Engr, GS-830-11/12                   | Ras Mishab          |
| MED 77-407          | Supv Sys Acct, GS-510-12                  | Riyadh              |

SUMMER EMPLOYMENT PROGRAM FOR 1978

Announcement 414, Summer Jobs, was issued by the Civil Service Commission in January 1978. The procedures for filing for summer employment in Federal agencies has changed this year from previous years. The following is a summary of the information contained in the announcement:

Group I - Clerical and administrative positions, GS-1 through GS-4, for which a clerical and verbal abilities written test will be administered by the Commission.

Each applicant must file for the written test between January 4, through January 27, 1978. APPLICATIONS POSTMARKED AFTER JANUARY 27, 1978 WILL NOT BE ACCEPTED.

The Commission will administer the written test in February.

Each applicant who passes the written test must file a photocopy of their 1978 notice of results and a copy of their application for Federal summer employment between March 15 and May 1, 1978.

Group II - Subprofessional, technical or nonclerical work in grades GS-1 through GS-4.

Applicants must submit a SF-171, Personal Qualifications Statement, and CSC Form 226, List of College Courses and Certificate of Scholastic Achievement, with each agency where they wish consideration for employment.

Dates for applying for these types of positions are January 4, through April 15, 1978, unless a different deadline date is specified in the announcement for an agency.

Group III - Positions in grades GS-5 and above, involving professional, technical, or administrative work requiring at least a bachelor's degree or the equivalent in experience.

Procedures for filing for these positions are the same as Group II.

Group IV - Jobs in trades and labor occupations.

Applicants must submit a SF-170, Application for Federal Employment, to Federal agencies where they wish to work between January 4, and April 15, 1978.

Group V - Program for Needy Youth and Federal Summer Interns.

NEPOTISM RESTRICTION: An agency is prohibited from employing, under Summer Employment procedures, any applicant whose parents are a civilian or military employee of the same agency, except if the applicant is appointed through the Commission's Summer Employment written test procedures. In order to appoint the son or daughter of an agency from a list of eligibles established as a result of the summer written test there must be no other eligible with the same or higher rating available for



appointment. Agency in applying this restriction as it relates to us would mean any Department of Army agency.

Agencies may continue to reemploy previous year's summer hires, if these individuals were hired from the 1976 or 1977 Summer Employment Examination rosters maintained by the Commission.

Copies of the announcement are available in the Personnel Office, Recruitment & Placement Branch, Room 951, or by contacting the St. Louis Area Office, U. S. Civil Service Commission, 1520 Market Street, 425-4285.

HOLIDAYS for 1978:

|                       |                |
|-----------------------|----------------|
| New Year's Day        | Mon., Jan. 2*  |
| Washington's Birthday | Mon., Feb. 20* |
| Memorial Day          | Mon., May 29*  |
| Independence Day      | Tue., Jul. 4   |
| Labor Day             | Mon., Sep. 4   |
| Columbus Day          | Mon., Oct. 9*  |
| Veteran's Day         | Fri., Nov. 10* |
| Thanksgiving Day      | Thu., Nov. 23  |
| Christmas Day         | Mon., Dec. 25  |

\*designated date for legal observance of holiday rather than actual holiday date.